

## PROVISIONAL BALLOT JUDGE CHECKLIST

### Early Voting Closing Days 1 to 8 (Light Blue)

Any individual in the check-in line at 8:00 pm gets to vote or vote provisionally (if qualified)

#### All Judges:

- Return Early Voting site to its original condition from the start of day.
- Assist Chief Judges with other duties as directed to complete closing activities.

#### Provisional Ballot Judges:

- DO NOT UNLOCK PROVISIONAL BALLOT BAG. IT IS NOT NECESSARY DURING EARLY VOTING.**
- Zipper and seal top of each provisional bag with provided yellow seals.
- Complete *Provisional Ballot Opening & Closing Certificate*. Completed certificate signed by Provisional and Chief Judges.
- Record yellow return seal numbers for each orange bag where indicated on *Provisional Ballot Opening & Closing Certificate*.
- There is no accounting for unused ballots. All spoiled and unused ballots are accounted for at the ballot issuance table by Voting Judges.
- Return the following provisional supply items back into black roller case:
  - Regular/Same Day Registration applications
  - Provisional orange privacy sleeves
  - Pens and extra yellow seals

**IMPORTANT NOTE: DO NOT close lid on black roller case. Roller case requires a combination code to open if locked. Please leave open for the next day of Provisional Voting.**

- Provisional voting area and provisional judges' work areas cleaned/sanitized and organized for the next day of provisional voting.
- Provisional ballot bags, red Provisional Information folder and Provisional VAC Envelope will be received by HCBOE staff each night of Early Voting following a chain of custody process.

REMINDERS WHILE WORKING: Practice social distancing, wash hands frequently, sanitize surfaces often and be kind by wearing a mask. Thank you for your service during these unprecedented times!